

A. REPORTING REQUIREMENTS

Effective July 1, 2001

WAC 388-418-0005 What types of changes must I report for cash, food, and medical assistance?

For the purposes of this section, an "Assistance Unit" or "AU" is a group of people who live together and whose income or resources we count to decide what benefits the AU gets. Even if someone in your AU is not eligible to get a benefit, we still count that person's income or resources if they are financially responsible for you or someone in your AU, such as a common child. If you are a parent of a child who gets long-term care benefits, you need only report changes in income or resources that are actually contributed to the child.

Tables 1, 2 and 3 below show the types of changes you must report based on the type of assistance you get. Use Table 1 to see if you must report a change for cash or food assistance. Use Table 2 to see if you must report a change for children's, pregnant women's, or family medical assistance. Use Table 3 to see if you must report a change for SSI-related medical or long-term care medical assistance.

TABLE 1 – Cash Assistance and Food Assistance

Type of change to report when you or anyone in your assistance unit (AU)	Do I have to report this change for cash assistance?	Do I have to report this change for food assistance?
(1) Starts to get money from a new source:	Yes	Yes
(2) Has unearned income that changed by more than \$25.00 from amount we budgeted;	Yes	Yes
(3) Moves into our out of your home, including newborns or if an AU member dies. This also includes when someone temporarily moves in or out;	Yes	Yes
(4) Moves to a new	Yes	Yes

ELIGIBILITY A-Z**Change of Circumstances**

	residence;		
(5)	Has a change in shelter costs;	Yes, but only if you went from having no shelter costs to having a shelter cost, or from having shelter costs to not having to pay anything. You don't have to report a change in the amount you pay.	Yes, report the change at your recertification. If your shelter costs go up, you could get more food assistance benefits. Report the change sooner to see if you will get more benefits.
(6)	Gets married, divorced, or separated;	Yes	Yes
(7)	Gets a vehicle	Yes	Yes
(8)	Has a disability that ends;	Yes	Yes
(9)	Has countable resources that are more than the resource limits under WAC 388-470-0005;	Yes	Yes
(10)	Gets a job or changes employers;	Yes	Yes
(11)	Changes from part-time to full-time or full-time to part-time work. We use your employer's definition of part-time and full-time work;	Yes	Yes
(12)	Has a change in hourly wage rate or salary;	Yes	Yes
(13)	Stops working;	Yes	Yes
(14)	Has a pregnancy that begins or ends;	Yes	No

(15)	Has a change in uncovered medical expenses.	No	Yes, report this change only at your next eligibility review. If you are elderly or disabled and you have an increase in uncovered medical expenses, report this change sooner as you may be eligible to get more benefits.
TABLE 2 – Medical Assistance			
Type of change to report when you or anyone in your assistance unit (AU):		Do I have to report this change for Family Medical Assistance? (i.e., TANF/SFA-related)	Do I have to report this change for Children's Medical and/or Pregnancy Medical?
(16)	Starts to get money from a new source;	Yes	No
(17)	Has unearned income that changed;	Yes	No
(18)	Moves into or out of your home, including newborns or if an AU member dies. This also includes when someone temporarily moves in or out;	Yes	Yes
(19)	Moves to a new residence;	Yes	Yes
(20)	Has a change in shelter costs;	No	No
(21)	Gets married, divorced, or separated;	Yes	No
(22)	Gets a vehicle;	No	No
(23)	Has a disability that ends;	No	No

ELIGIBILITY A-Z**Change of Circumstances**

(24)	Has countable resources that are more than the resource limits under WAC 388-470-0005;	No	No
(25)	Gets a job or changes employers;	Yes	No
(26)	Changes from part-time to full-time or full-time to part-time work. We use your employer's definition of part-time and full-time work;	Yes	No
(27)	Has a change in hourly wage rate or salary;	Yes	No
(28)	Stops working;	Yes	No
(29)	Has a pregnancy that begins or ends;	Yes	Yes
(30)	Has a change in uncovered medical expenses.	No	Yes, but only if an AU member has a spenddown.
TABLE 3 – SSI-Related Medical Assistance and Long Term Care			
Type of change to report when you or anyone in your assistance unit (AU):		Do I have to report this change for SSI-related Medical Assistance?	Do I have to report this change for Long-Term Care (i.e., COPES, CAP, or Nursing Home)
(31)	Starts to get money from a new source;	Yes	Yes
(32)	Has unearned income that changed;	Yes	Yes
(33)	Has a change in earnings or stops	Yes	Yes

ELIGIBILITY A-Z**Change of Circumstances**

	working;		
(34)	Moves into or out of your home, including newborns or if an AU member dies. This also includes when someone temporarily moves in or out;	Yes	Yes
(35)	Moves to a new residence;	Yes	Yes
(36)	Has a change in shelter costs;	No, unless you went from paying rent to no paying any rent. You do not need to report if your rent amount changes	Yes, if client or community spouse live in their own home
(37)	Gets married, divorced, or separated;	Yes	Yes
(38)	Gets a vehicle;	Yes, but only if that person or their spouse gets SSI-Related medical	Yes, but only if that person gets Long-Term Care
(39)	Has a disability that ends;	Yes	Yes
(40)	Has countable resources that are more than the resource limits under WAC 388-470-0005 or 388-513-1350;	Yes, but only if that person or their spouse get SSI-Related medical	Yes, but only if that person gets Long-Term Care
(41)	Has a change in uncovered medical expenses.	Yes, but only if an AU member has a spenddown.	Yes

Effective July 1, 2001

WAC 388-418-0007 When do I have to report changes in my circumstances?

- (1) If you are applying for cash and/or food assistance and have had a change:
 - (a) After the date you applied but before your interview, you must report the change at the time of your interview; or
 - (b) After you have been interviewed, you must report the change within 10 days of the date of your approval notice.
- (2) If you get TANF/SFA, you must report within five calendar days from the day you learn that a child in the AU will be gone from your home longer than 90 days. If you do not report this within five days:
 - (a) You are not eligible for cash benefits for one month; and
 - (b) All of your countable income as described in WAC 388-450-0162 is budgeted against the cash benefits for the remaining AU members.
- (3) If you receive cash and/or food assistance, all other changes described in WAC 388-418-0005 must be reported within 10 days from the day you become aware of the change.
- (4) If you receive medical assistance you must report the changes described in WAC 388-418-0005 within 20 days from the day you become aware of the change.
- (5) If you report changes late, you may get the wrong amount or wrong type of benefits. If you get more benefits than you are eligible for, you may have to pay them back as described in 388-410 WAC.

CLARIFYING INFORMATION

1. The 10 or 20 day count begins the day following the date the client becomes aware of the change.
2. If a client does not report a change, but the department learns of the change, the change is treated according to the effective date rules in WAC 388-418-0020.

3. Applications or Eligibility Reviews that are received more than 45 days before the end of the certification period are treated as reported changes.
4. Applications or Eligibility Reviews that are received within 45 days of the end of the certification period are considered requests for a review or recertification. See **Eligibility Reviews and Recertifications** for procedures.
5. If an AU member is temporarily out of the home:
 - a. For cash and medical assistance, follow the rules in WAC 388-454-0015 to determine how benefits are affected.
 - b. For food assistance, follow the rules in WAC 388-408-0035 to determine how benefits are affected.
6. If an AU member or the entire AU leaves the state, follow the rules in WAC 388-468-0005 to determine how benefits are affected.

WORKER RESPONSIBILITIES

1. During the application, recertification or eligibility review interview:
 - a. Inform clients what changes must be reported and the time they have to report the changes;
 - b. Explain how to report changes either in writing, by phone, or in person. (See: **RIGHTS AND RESPONSIBILITIES**); and
 - c. Give the household a DSHS 14-076(X), Change of Circumstance form, and a return envelope to report changes. ACES automatically mails the DSHS 22-900(X), How To Report Changes, with the award notice.
2. When the client reports a change or when the change becomes known to you:
 - a. Request additional information or verification if necessary. See **Notices and Letters** for rules and procedures on how to request information or client action.
 - b. Take action on the information reported according to the effective date rules in WAC 388-418-0020.

- c. Document what the change is, the date the change was reported, if the benefits changed, and the effective date of the change.
 - d. Send written notice about the change according to rules and procedures in **Notices and Letters** even if the benefits do not change.
- 3. For food assistance, if the client **does not report** a change in medical expenses, but you become aware of a change::
 - a. Do not contact the AU about the change;
 - b. Do not act on the change unless the change is verified by a source other than the AU; and
 - c. Set an alert to verify the change at the next recertification. Update the FSFE screen in ACES once you get verification of the medical expenses.
 - d. Document in ACES narrative whether the medical expenses should be used at the next recertification.

NOTE: If you later approve the client for medical assistance that will cover the client's medical expenses, delete the medical expenses on the FSME screen and recompute the food assistance benefit amount.